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**SUBJECT: USE OF FACILITIES**

Legal References: *Education Act: Section 171 (1) 24 Powers of Boards: Permit Use of School; Section 265 Duties of Principal: Care of Pupils and Property; Section 286 Duties of Supervisory Officers: Supervise Buildings and Property*

Related References: *Administrative Procedure 116 Community Access to Schools and Sites: Acknowledgements, Advertisements and Announcements; AP 150 Smoking on Board Premises: AP 160 Access to School Premises; AP 410 Environmental Health and Safety; AP 411 Unsafe or Unhealthy Conditions: Reporting of Form 550 Permit for Use of School Facilities*

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**1. Community Use of Schools**

1.1 Subject to the approval of the principal, schools may be used by responsible groups for education purposes, for community services and for community social functions.

**2. Administrative Procedures**

**2.1 General Conditions**

2.1.1 Before a permit is confirmed, the principal will inform the custodian.

2.1.2 No permit shall be granted which will, in the principal's opinion, seriously interfere with the regular program of the school; either during or outside school hours; nor with the maintenance or renovation program.

2.1.3 Use of indoor facilities during vacation times (Christmas Break, March Break, summer) is definitely discouraged, and allowed only upon consultation with the principal and custodian. Arrangements for summer usage must be made well in advance to facilitate custodial schedules.

2.1.4 Restricted facilities, unless specifically approved by the principal, are not available for rental. These include staff rooms, shops, kitchen facilities, science labs, administrative offices, computer rooms and technical facilities.

2.1.5 User groups are encouraged to be responsible for opening and closing the school building, and will designate a responsible person for opening and closing, to supervise and to ensure that all users are in observance of the rules and regulations.

2.1.6 A permit must be issued for use of school grounds after school hours. There will be no charge for this use.

2.1.7 The applicant, and the applicant's sponsors and agents shall protect, indemnify and save harmless the board, its employees or agents from all claims that may arise out of the use of buildings by the permit holder. The board will not be responsible for personal injury, damage or loss or theft of any articles belonging to the applicant or anyone entering upon the premises as a result of the issuance of a permit.

- 2.1.8 In the event the implementation of this procedure requires clarification or interpretation, a determination shall be made by the superintendent of business.

## 2.2 Reciprocal and Community School Agreements

- 2.2.1 Various reciprocal agreements and community school agreements are in effect with local towns and municipalities for the purpose of providing educational and recreational opportunities for the students of the board and the public.
- 2.2.2 Every reasonable effort will be made to provide protected and preferential priority to these organizations when booking school facilities. See Appendix A: Classification of Usage.
- 2.2.3 There will be no rental charges or custodial fees charged for use of school facilities for any activities under reciprocal agreements.
- 2.2.4 The superintendent of business, in consultation with the principal, shall have the authority to enter into a reciprocal agreement with parties, other than those mentioned above, involving the use of schools when circumstances are such that both parties to the agreement would receive relatively equal benefit.

## 2.3 Application Procedures

- 2.3.1 All applications for use of school facilities shall be made to the principal of the school on Form 550 Permit for Use of School Facilities.
- 2.3.2 All applications for use of meeting space at the administrative office shall be made to the superintendent of business on Form 550 Permit for Use of School Facilities.
- 2.3.3 Applications should be received as far in advance as possible, preferably at least two weeks before the date of the event.
- 2.3.4 The principal or designate is responsible for giving the applicant an accurate estimate of user fees (if any) in accordance with the Schedule of Fees (Appendix B), which is reviewed from time to time and re-issued.
- 2.3.5 All groups except those with reciprocal agreements and Group A rentals will be assessed identifiable custodial costs at an hourly rate determined from time to time by the district, which are listed in Appendix B, which is reviewed from time to time and re-issued. If classification or user fees of a permit are doubtful, the superintendent of business must be consulted.
- 2.3.6 A custodian will initial that he/she is aware of the permit.
- 2.3.7 All permits, including nil fees, must be approved by the principal and forwarded to the superintendent of business.
- 2.3.8 Please ensure that invoicing includes G.S.T. on all rentals and custodial services. When payment is received, a receipt will be issued and the cheque forwarded with a copy of the permit to the accounting department. Cheques must be payable to Avon Maitland District School Board.

## 2.4 Furniture and Equipment

- 2.4.1 At the discretion of the principal, certain equipment may be rented while using school facilities, as prescribed in the Schedule of Fees in Appendix B.
- 2.4.2 Rental of any equipment is granted on the conditions that:
  - (a) The principal is satisfied that a competent operator will operate the equipment; and
  - (b) Such equipment is used within the building to which it is assigned.
- 2.4.3 The cost of repair or replacement of any item, due to loss or damage as a direct result of the use of such furniture or equipment, shall be paid by the renter.

## 2.5 User Responsibilities

- 2.5.1 The applicant is responsible to the principal for ensuring that nothing of an objectionable or contentious nature will be permitted in the buildings. Intoxicants are not allowed. Only licensed lotteries and bingos are allowed.
- 2.5.2 The applicant will not make any alteration of any description to the building or its equipment without first obtaining permission from the principal or superintendent of business.
- 2.5.3 The applicant shall be responsible for the conduct and supervision of all persons admitted to the school buildings and grounds and shall see that all regulations contained in this administrative procedure are strictly observed.
- 2.5.4 Use of premises and equipment is restricted to those specified in the signed permit.
- 2.5.5 Smoking is strictly prohibited on board property.
- 2.5.6 Rubber soled shoes shall be worn in gymnasias and in general-purpose rooms when used for athletic activities.
- 2.5.7 The applicant shall agree that the permit may be revoked or cancelled at any time and that in the event of such cancellation; there shall be no claim or right to damage or reimbursement on account of any loss, damage or expense incurred by the applicant.
- 2.5.8 Any individual, group or organization using school facilities assumes full liability for any losses of or damage to school property or neighbouring property resulting from such use. Each applicant must obtain adequate liability insurance coverage for the use of the school facilities.
- 2.5.9 All fees for use of facilities shall be payable to Avon Maitland District School Board.

## **CLASSIFICATION OF USAGE**

### **Group A–Exempt from Fee**

- a) Special requests for placement in the “Exempt from Fee” category will be given consideration by the superintendent of business and dealt with on an individual basis.
- b) Use of school facilities for municipal election purposes are deemed to be “Exempt from Fee”.
- c) Use of school facilities under a reciprocal agreement are deemed to be “Exempt from Fee”.
- d) All activities or programs sponsored by groups within the school system, such as:
  - Parent-teacher association meetings
  - School council meetings
  - Student council activities
  - Employee union or federation meetings
- e) All activities or programs of youth groups under the leadership of a responsible adult, such as:
  - Boy Scouts and Girl Guides
  - 4-H and Junior Farmers
  - Church Youth Groups
  - Athletic programs of municipal organizations such as minor ball and hockey, etc.
- f) Community organizations that have been designated as registered charitable organizations, such as:
  - Red Cross
  - Heart and Stroke Foundation
  - Canadian Cancer Society
- g) Adult activity and recreational groups sponsored by a recognized community recreational commission.

### **Group B**

- a) All activities or programs sponsored by community service clubs and fraternal organizations, such as:
  - Rotary, Kinsmen, Optimists, Lions
  - Women’s Institutes, Knights of Columbus
- b) Post-secondary educational institutions wishing to use facilities to offer courses/programs, which are part of their curriculum.
- c) All activities or programs sponsored by federal, provincial or municipal governments, such as:
  - Political meetings open to the public
  - Activities of townships, health unit, public library, etc.
- d) Religious groups wishing to hold emergency services or meetings.
- e) Private groups for non-commercial, non-fundraising purposes, such as:
  - Family reunions
  - Wedding anniversaries
  - Wedding receptions
  - Music/dance recitals
- f) Adult activity and recreational groups sponsored by other than a recognized community recreational commission.

### **Group C**

Activities sponsored by a profit-making group or individual. Admission may or may not be charged. If admission is charged, funds derived are for the benefit of the organization. Examples include:

- Public concerts, dances and other social functions where the purpose is to make a profit to directly benefit them or their members
- Unions or federations unless all those in attendance are employees of the board
- Activities of board employees that are not directly related to their work or sponsored by the board



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**SCHEDULE OF FEES**

FACILITY	GROUP A (No Charge)	GROUP B	GROUP C
	Hourly Rate	Hourly Rate	Hourly Rate
Classroom		\$6.25	\$15.00
Gymnasium – Elementary & Secondary Single		\$8.75	\$35.00
Gymnasium - Secondary Double		\$13.75	\$52.00
Cafeteria		\$8.75	\$35.00
Library		\$8.75	\$35.00
Seminar Room		\$6.25	\$15.00
Track/Soccer Field Use	A permit must be issued for use of school grounds after school hours. There will be no charge for this use.		

FACILITY	GROUP A (No Charge)	GROUP B	GROUP C
		Instance or Hourly Rate	Instance or Hourly Rate
Chairs - set up and removed (per 100) - Group responsible - School responsible		\$10.00 per instance \$30.00 per instance	\$25.00 per instance \$50.00 per instance
Tables (available in the Cafeteria)	Responsibility of group to move tables and return them to the cafeteria after use.		
Gymnasium Sports Equipment	At discretion of Principal		
P.A. System		\$5.00 per hour	\$15.00 per hour
Special Lighting		\$5.00 per hour	\$15.00 per hour
Other Audio-Visual Equipment i.e. T.V, V.C.R., Overhead Projector, 16 mm Projector		\$5.00 per instance	\$10.00 per instance
Piano			\$10.00 per hr.
Computers		At discretion of Principal	



**SCHEDULE OF FEES  
(OVERTIME-CUSTODIAL COSTS)**

FACILITY	GROUP A (No Charge)	GROUP B	GROUP C
	Hourly Rate	Hourly Rate	Hourly Rate
Straight Time		\$16.50	\$22.00
Weekdays after 11:00 p.m. & Saturdays		\$24.75	\$33.00
Sundays & Statutory Holidays		\$33.00	\$44.00
	A two hour charge will be levied if a custodian is required to open the school after school hours OR to secure the school after the event.		

Notes:

- Reciprocal Agreements may supersede the terms, conditions and rental rates specified in this schedule.
- G.S.T. to be included on all fees invoiced